

13. BASIC FUNCTION OF POSITION

Incumbent supervises three Locally Engaged Staff and is responsible for the preventive maintenance program and minor construction projects on U.S. government-owned buildings, grounds and associated equipment – with limited maintenance of all U.S. leased properties in Wellington and Auckland. The position reports directly to the Facility Manager.

14. MAJOR DUTIES AND RESPONSIBILITIES

% of Time

A. MAINTENANCE

55%

1. Plans and executes the maintenance program to the Chancery's buildings and housing pool within agreed time/quality/cost standards by assigning work to Facilities Management personnel, providing on-site field supervision of local staff and external contractors, and performing hands-on work when necessary.
2. Provides licensed building practitioner and code compliance support for all contract and in-house maintenance repair and building improvements.
3. Plans and coordinates the Post's Preventive Maintenance Program (PM) for the building's components, systems and equipment guaranteeing them to be fully operational and in safe working condition. Using Reliability Centered Maintenance (RCM) techniques to ensure electrical and mechanical systems are operational in support of mission operations.
4. Serves as technical liaison between external contractors, the General Services Office (GSO) and the Facilities Office by monitoring work progression to completion.
5. Conducts and records frequent inspections at the Chancery, warehouse and houses to identify building code, system faults and safety discrepancies, and maintains building inspection file.
6. Receives and prioritizes maintenance work orders and obtains necessary approvals for alteration and/or maintenance projects.
7. Interprets blueprints and other directives, and provides guidance and on-the-job instructions as needed.
8. Ensures required tools, equipment and materials are available to the Facility Management staff, assuring proper safety procedures are followed on all projects.
9. Generates and maintains facility maintenance records and prepares various maintenance reports upon request, and as mandated.
10. Arranges and coordinates required building inspections by relevant local authorities.
11. Assists newly assigned American personnel with residence systems, safety familiarization and on-site maintenance. Interfaces with American family members and employees regarding residential maintenance issues and works with all staff at the Embassy and other USG buildings to address a variety of facility maintenance issues
12. Performs maintenance work, generally in fire, life/safety and carpentry, to complete small repairs and installations at the Chancery, Consulate, or USG owned/leased residences.

13. Serves as Government Technical Monitor for minor construction projects and maintenance service contracts, performing inspections and accepting the work on behalf of the U.S. Government.

B. PROCUREMENT

35%

1. Supervises procurement of services, materials, and supplies for the facilities section, assuring A/OPE (Acquisitions/Office of Procurement Executive) guidance and procedures are adhered.
2. Identifies and recommends vendors for supply of goods and services, obtains quotes for goods and services per the specifications provided.
3. Evaluates suitability of vendors and their products/services, and makes procurement recommendations to General Services Officer and Facilities Manager.
4. Evaluates and verifies satisfactory acceptance of contracted services and invoiced purchases, and recommends vendor payments.

C. OTHER DUTIES

10%

1. Attends representational events as required and provides general assistance with special events, including set up and clean up; and escorting.
2. Provides back up to the Facility Manager as required and assists other sections when needed.
3. Provides for “on call” after hour maintenance support, including weekends and may be required to work over time.
4. Other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Must have successfully completed Secondary School and possess a tertiary (post secondary) qualification in Mechanical or Electrical Engineering, Construction, Facilities Management, Estates Management, Building Services or hold either a recognized New Zealand Trades Certificate or a New Zealand Licensed Building Practitioner (LBP) license –minimum of one license required within the seven trade competencies.
- b. **Prior Work Experience:** A minimum of five (5) years of experience in building/facility maintenance, experience overseeing facilities projects between NZ\$1,000 – NZ\$150,000 and 2-3 years of supervisory experience.
- c. **Post Entry Training:** On-the-Job training - U.S. Government maintenance procedures and the State Department’s Overseas Building Offices policies and requirements. FSI online training including Protecting Personally Identifiable Information (PA459); Ethics for New Locally Employed Staff (PA453); Cyber Security Awareness Course (PS800).
- d. **Language Proficiency:** Level 3 English (Fluent written and spoken) ability is required.

- e. **Job Knowledge:** Must have sound knowledge of and experience in building resources and asset maintenance planning. Knowledge of preventive maintenance procedures on commercial and residential buildings is required. Knowledge of New Zealand building trades, construction, fire and safety codes and standards. Knowledge of proper reporting and recording of maintenance reports and documents. Knowledge of fundamentals of customer service and employee supervision.
- f. **Skills and Abilities:** Ability to set priorities, plan, arrange, execute and take full initiative for maintenance programs. Must be able to work under tight deadlines and constantly changing priorities. Demonstrate ability to consistently meet and exceed customer expectations and display initiative to resolve problems and develop unique solutions to issues. Excellent interpersonal and communications skills required in responding to requests and inquiries from various sources. Proven experience in financial management, including budget management and reporting. Must be able to effectively supervise a multi-trade work force, and work effectively with all levels of customers. Basis familiarity of international and U.S. building codes. Must be proficient in Microsoft suite of applications (including Word, Excel and Outlook). A valid NZ driver's license is required. Ability to travel outside of the Wellington region from time to time.

16. POSITION ELEMENTS

- a. **Supervision Received:** Incumbent reports directly to the Facility Manager and works with minimal supervision, and is expected to resolve most problems and execute assignments with supervision limited primarily to review of end product results.
- b. **Supervision Exercised:** Supervises three Locally Engaged Staff (Work Order Clerk and two Technicians) and provides oversight of the work completed by various external contractors.
- c. **Available Guidelines:** Foreign Affairs Manuals and Handbooks (FAM and FAH), Trade Manuals, GSO Handbook and other established procedures. Precedent actions are also used as a guide.
- d. **Exercise of Judgment:** Considerable exercise of judgment ensuring compliance with USG standards. Completed renovations must be acceptable cosmetically, but must also conform to cost guidelines/restrictions, and appropriate building codes and regulations. Must use skilled judgment to determine work priorities and assign tasks.
- e. **Authority to Make Commitments:** Commits USG petty cash funds up to US\$500 per transaction. Purchase card authority for purchases up to \$3,000. Will determine work schedules, choice of outside contractors, and final approval that the work carried out has been satisfactorily completed.
- f. **Nature, Level and Purpose of Contacts:** Daily contact with Embassy staff. Maintains close contact with external building contractors and utility providers at all levels for the purpose of obtaining quotations, counsel, and exchanging information/ideas about maintenance projects.
- g. **Time Required to Perform Full Range of Duties:** Twelve (12) months.